

GUIDELINES FOR PREPARATION OF MATRIX ON DISK
IF **NOT** USING A BANKRUPTCY SOFTWARE PROGRAM

U.S. Bankruptcy Court
Southern District of Iowa

If you are not using a Bankruptcy Software Program follow these instructions for preparing a matrix on disk from a word processing program.

Disk submission requires the user to have a computer that is able to read and write to a 3.5" floppy disk in an IBM-PC compatible format.

Two options exist for creating a matrix on disk from a Word Processing program:

1. Use WordPerfect, Word, or any word processing software to create your creditor matrix for submission to the court that allows you to save files as text with a .txt extension; or,
2. Use any ASCII editor such as Windows Notepad to create the file.

If using either an editor or word processor, create the file with the following format:

1. List must be typed in one of the following standard typefaces or print styles (Use upper and lower case letters – Do not use all caps or any symbols in the name or address lines. Example: Use c/o not %):

Courier 10 pitch
Letter Gothic
Prestige Elite

2. Type the names and addresses in a single, straight column flush along the left side margin. Top and Bottom margins should be 1"; Left side margin should be 2". **(DO NOT CENTER)**
3. There should be one name per complete address and each address should contain 5 lines or less. Address lines may not exceed 40 characters in length.
4. There must be one (1) blank line between each complete address. Do not leave blank lines within an address.
5. Enter the City, State (using the 2 letter abbreviation) and Zip Code as the last line of the address.
6. Enter the Zip Code with the 4-digit extension. Example: 50309-9264. If there is no extension, enter 4 zeroes. Example: 50309-0000

7. Do not include the names or addresses of the following on the matrix because they are added during the case opening process:
Debtor and Joint Debtor
Attorney for Debtor
Trustee
U.S. Trustee
8. After all addresses have been entered, name the file with the debtor's first initial and last name and the extension of .txt and the file should be saved in ASCII text format (not delimited). Procedures vary with each word processing program; consult your user's guide for assistance.
Example: JDoe.txt
8. Multiple matrices may be added to one disk, however, name each document with a unique name so we can link it to the correct petition. Use the first initial if there are multiple matrices on the disk and the debtor's last names are the same or similar. Refer to #7 above.
9. Copy and/or save the matrix txt. file to a floppy disk to submit with the petition. Label the floppy disk with the debtor(s) name.

Submit your disk with the petition being filed. The disk will be returned to you along with the file stamped copies of the petition. If your disk is unreadable or unusable by the Court, it **will not** be returned and a deficiency notice for the matrix will be issued.

If a disk is received in the mail, the disk will be returned to the sender provided a stamped, self-addressed mailer is provided.

DO NOT USE THE DISK MORE THAN SIX TIMES TO MAINTAIN DATA INTEGRITY.

Court Assistance:

If you need assistance, please contact Donna Clark at 515-284-6230, ext. 2834 or Ginny Satterstrom at 515-284-6230, ext. 2843.

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